

**Development Management**

101-A Mounts Bay Road

P.O. Box 8784

Williamsburg, VA 23187-8784

P: 757-253-6671

F: 757-253-6822

development.management@jamestowncityva.gov

jamestowncityva.gov

Building Safety and Permits
757-253-6620**Engineering and Resource Protection**
757-253-6670**Planning**
757-253-6685**Zoning Enforcement**
757-253-6671

December 4, 2015

Mr. Ryan Stephenson
AES Consulting Engineers
5248 Olde Towne Road, Suite One
Williamsburg, Virginia 23185

RE: SP-0104-2015, Williamsburg Landing Woodhaven Expansion

Dear Mr. Stephenson,

Thank you for the opportunity to review the above referenced site plan. Planning staff has completed its review and offers the following comments:

Planning:

1. Please note that effective July 1, 2007, the James City County Board of Supervisors instituted a \$250.00 fee for every review of a project after the second resubmission and review. This means that this project shall be allowed *TWO* additional submissions before the fee will be assessed.
2. *DRC:* This plan proposes a total floor area exceeding 30,000 square feet, which must be reviewed by the Development Review Committee (DRC) per [Sec. 24-147 of the JCC Zoning Ordinance](#). Per our earlier conversation, this plan has been tentatively scheduled for the January 27, 2016 meeting, which will be held at 4:00 PM in the large conference room of Building A at the County Complex.
3. Prior to final approval, please update the Coversheet to reference the existing Height Waiver as well as the approval of the concurrent legislative applications Z-04-15/SUP-06-15.
4. *Elevations:* Please provide architectural elevations to satisfy Condition #1 associated with SUP-10-14, which stipulates that the Planning Direct must review the proposed development for consistency of character with the Williamsburg Landing development as a whole.
5. *Site Data:* Please update "Site Data" information shown on the Coversheet to match the information submitted on the corresponding legislative plans. Specifically, please clarify and/or update building footprint and building height data.
6. *Parking:*
 - a. *Newly Proposed:* Parking additions, as shown on Sheets 5&6 must meet design standards outlined in [Sec. 24-57](#) of the Ordinance. In several instances, this plan shows parking bays which exceed 90' (or nine standard parking spaces), which is the maximum length of a parking bay as allowed by the Ordinance.
 - b. *Existing:* As this plan proposes an increase in parking spaces which is over 15% of the existing provided parking, the existing parking areas must also be brought into conformance with current Ordinance standards. You may request the a waiver of this requirement according to the criteria outline in [Sec. 24-55 \(a\)\(3\)](#).
7. *Soil Stockpile:* Please show the size and dimensions of the proposed stockpile shown on Sheet 11. Additionally, please provide a stockpile operations plan prior to final approval. For more information, see [Sec. 24-46 \(d\)\(2\)](#).
8. *Natural Open Space Easement:* Please ensure that the boundaries of all easements reflect the most recently recorded plats and are consistent on all sheets of the plan. It appears that the natural open space easement

boundaries shown Sheet 8, which would include a portion of a proposed sidewalk and road, do not match those shown on Sheet 17 and elsewhere in the plan.

9. *Colonial Pipeline Easement*: Please note that verification of permission by Colonial Pipeline to develop land within the utility easement may be required prior to the issuance of a Land Disturbing Permit.
10. Please reference JCC Case No. SP-0076-2015 on all future submissions.
11. *Zoning*: Please see attached comments or visit [CaseTrak](#).
12. *Landscape Planner*: Please see attached comments or visit [CaseTrak](#).

Fire: Approved. Please see attached letter of approval or visit [CaseTrak](#).

JCSA: Please see attached comments or visit [CaseTrak](#).

Building Safety and Permits: Please see attached comments or visit [CaseTrak](#).

Engineering and Resource Protection: Comments are outstanding and will be forwarded upon receipt.

When the above and any outstanding comments have been incorporated into the plans, please submit ten (10) folded paper copies and a letter detailing how the above items have been addressed. If I can be of further assistance, please do not hesitate to contact me by email at Roberta.Sulouff@jamescitycountyva.gov, or by phone at 757-253-6783.

Sincerely,

A handwritten signature in black ink, appearing to read 'Roberta Sulouff', with a stylized, cursive script.

Roberta Sulouff
Planner